

# **CURRICULUM VITAE**



**SHYJU SADASIVAN**

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Building: Tami 2  
Bukhara Street.  
Al Nahda, Sharjah.  
UAE.

## **Career Objective:**

Searching for a position where I can use my knowledge and experience for the benefit of the employer company. I am also interested in developing additional skills.

## **Educational Qualifications/Certifications:**

- Bachelor Degree in Commerce with computer Application
- Diploma in Computerized accounting (Tally, Peachtree, Daceasy)

## **Professional Experience:**

1. Worked with 'CSA Ltd'., Arifjan, Kuwait, a US Based Company in association with United States Army.

From 15<sup>th</sup> February 2007 to 25<sup>th</sup> April 2008.

Designation: **Supply clerk-I (Warehouse In-Charge)**

## **Duties and Responsibilities:**

- Verify all incoming shipment documents for processing.
- Identification, Classification, Acceptation, Rejection and Disposition of materials as per Defense Logistics.
- Keep record of all out going shipments, preparing shipping documents and mailing labels and make sure that orders have been processed correctly.
- Research and categorize incoming shipments using 'Fed log' in related with **Standard Army Retail Supply System.**
- Preparing the outgoing receipts for the items to be issued to the US Army.
- Ensuring that the safety rules and policies are in order and are obeyed.

2. Worked with '**Almoayyed Contracting Group**' Manama, Bahrain. From April 2009 to December 2011.

Designation: **Accountant.**

- Maintaining accounting records and preparing accounts and management information.
- Preparing financial statement including monthly and annual accounts.
- Preparing petty cash expenses.
- Preparing payment certificate of the sub – contractors.
- Checking and verifying the invoices and related documents.
- Preparing the statement related to monthly closing and cost accounting reports

3. Worked with '**Mohammed Ibrahim Al Shamsi Electronics LLC.**' From May 2013 to March 2016.

Designation: **Accountant.**

- Summarizes current financial status by collecting information, preparing balance sheet profit and loss statement and other reports.
- Recommends financial actions by analyzing accounting option.
- Secures financial information by completing database backup.
- Prepare payments by verifying documentation and requesting disbursements.
- Prepare special financial reports by collecting, analyzing and summarizing account information and trends.
- Maintains customer confidence and protects operation by keeping financial information confidential.
- Checking and verifying the invoices and related documents.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.

4. Worked with '**Alam Al Tabred A/c Unites Fix Cont. LLC**' From June 2016 to December 2023.

Designation: **Accountant Cum Manager.**

- Overseeing and directing construction projects from conception to completion.
- Reviewing the project -depth to schedules deliverables and estimate cost.
- Select the right individuals for each task.
- Set appropriate deadlines.
- Filling out schedules.
- Completing and filling paper works for new hires.
- Processing payroll.
- Distributing marketing materials.
- Handling expenses and managing budgets.
- Ordering supplies.
- Checking and verifying the invoices and related documents.
- Preparing profit and loss statement and other reports.

**Visa Status:** (Visa Cancelled and transferable position. **Valid up to 19.01.2024**)

**Total GCC Experience: 14 Years +**

**Software Skills:**

Operating Systems : DOS, Windows

Other software skills : MS Office & Tally.

**Languages Known:**

	SPEAK	READ	WRITE
English	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
Malayalam	Yes	Yes	Yes

**Personal Profile:**

Father's Name : P.N Sadasivan.

Date of Birth & Age : 10<sup>th</sup> - July- 1982, **41**years.

Marital Status : Married.

Nationality : Indian.

Passport : Valid Indian Passport holder (No:W5334565)

Driving License : **Valid UAE driving license.**

**DECLARATION**

I hereby declare that all above statements are true, complete and correct to the best of my knowledge and belief.

Place: Sharjah  
Date: 08.01.2024

**SHYJU SADASIVAN**